

RESUME

JUSTIN RAJ A

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OBJECTIVE:

To work for the betterment of an organization where I can enhance my knowledge and skills towards organization objectives.

WORK EXPERIENCE:

Worked 8 months as **Associate HR** at **Synthite Industries Private Limited Coimbatore** (Start February 2019)

KEY RESPONSIBILITIES

- Handling Payroll and Statuary Compliance (Esi, PF, Leaves,etc)
- Interviewing applicants
- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Coordinate HR projects (meetings, training, surveys etc) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Communicate with public services when necessary
- Properly handle complaints and grievance procedures
- Coordinate communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees
- Assist our recruiters to source candidates and update our database

EDUCATIONAL QUALIFICATIONS

Degree /Course	Name of the Institution	University /Board	Year of Passing	Percentage
MSW	Sacred Heart College, Tirupattur.	Thiruvalluvar	2018	66%
BBA	Sacred Heart College, Tirupattur.	Thiruvalluvar	2016	65%
HSC	St. Joseph's Higher Secondary School, Cuddalore	State Board,	2013	70%
SSLC	St. Joseph's Higher Secondary School, Cuddalore	State Board,	2011	50%

M.S.W SPECIFICATION AREAS OF INTEREST

- Human Resource management

RESEARCH UNDERTAKEN:

- Anxiety among Adolescents

VOLUNTEER & EXTRA CURRICULAR ACTIVITIES

- Volunteered in College NATIONAL CADET CORPS.
- Volunteered to PLANT THE SAPLING in around the Tirupattur.
- Actively participated in SWATCT BHARAT ABHIYAAN at Thalavadi.
- Participated in CHARACTERISTICS AND CAUSES OF CHILD SEXUAL ABUSE AND USING TRAUMAGENIC DYNAMIC TO ASSES FOR TREATMENT held in Sacred Heart College on 22nd Nov 2016.
- Participated and organized in International Conference on EMERGING TRENDS IN YOUTH DEVELOPMENT held in Sacred Heart College on 20th and 21st Jan 2017.
- Attend a lecture of Dr. Immanuel on TRANSACTION ANALYSIS which held on Nov 21st 2017.
- Actively participated in SKILL THEATER TRAINING PROGRAME five days.

FIELD WORK EXPERIENCE:

- Practiced One Month Internship in “HEMA ENGINEERING INDUSTRIES Pvt Ltd” Hosur.
- Practiced One Month Internship in “BIRD’S ORGANIZATION” Bangalore.
- Practiced One Month Internship in “CHES ORGANIZATION” Chennai.
- Practiced the primary method and secondary method of Social Work.

SKILLS & ABILITIES:

- Interpersonal skills
- Positive Attitude
- Responsible & Smart Worker
- Quick Learner
- Leadership & Team Player
- Networking

HOBBIE

- Listening & Watching News
- Listening Music
- Playing VOLLEY BAL

PERSONAL DETAILS

Father's Name	:Arokia Samy S
Mother's Name	:Stella Mary A
Date of Birth	:12/07/1995
Languages known	:Tamil & English
Blood Group	:AB- Positive
Permanent Address	:No. 5 , Uluthur kulakarai St, Thalaikulam (Po), Chidambaram (Tk), Cuddalore (Dt) - 608 704

DECLARATION

I hereby declare that the particulars mentioned above are true to my best of knowledge.

Date :
Place :

Yours Faithfully,
(JUSTIN RAJ. A)

